

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

CHAPTER: 12.06.00  
SUBJECT: BUDGET PREPARATION AND ADMINISTRATION  
EFFECTIVE: AUGUST 1, 1999  
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. PURPOSE. This order outlines the budget and financial processes that are established by Oregon Revised Statutes, Beaverton City Charter, and administrative rules that govern the funding for the Department. The Chief of Police, as the Chief Executive of the department, is responsible for the proper fiscal management and most effective use of funds allocated by the City Council.

2. POLICY. It is the intent of this department that all personnel have a vested interest in the development of, the proper management of, and the most effective and efficient use of department funds. A Captain, under the direction of the Chief, will be designated to development, management and accounting of the annual budget. All personnel are encouraged to participate in the ideas to assist in obtaining funding for new and innovative ideas and activities.

3. BUDGET DOCUMENT. The department budget document is part of the overall city budget. The budget is divided into four sections; Personnel Services, Materials and Services, Capital Outlay, and Transfers.

A. Personnel Services. This section of the budget covers salary and fringe benefits of all personnel that are employees of the Department. In addition, it includes special pay status, overtime, and similar pay items.

B. Materials and Services. This section provides all items and/or services that are necessary to operate the police department, such as dispatch Services, uniforms, office items, and disposable items used by Department personnel to perform their functions.

C. Capital Outlay. This section provides the funding for all equipment, furniture, firearms, and similar non-disposable items with a unit cost of \$1,000 or greater and a life span of one year or more..

D. Transfers. This section funds the services we receive from within Beaverton city government such as automobiles, gasoline, maintenance, computer services, reprographics, etc.

4. ACCOUNTING SYSTEM. The City of Beaverton Finance Department provides an "on-line" budget management system that is available to all Department Managers.

A. Full Time Status of ongoing budget activity is available by Line Item, Major Category and Total funds available, funds encumbered and funds spent.

B. Balances are available whenever requested, but may be affected by vendor and/or Department or Finance processing times.

C. A print-out of the budget or any specific category is available on line.

5. PURCHASING. By law, only the Mayor, with City Council direction and approval, may contract for goods and services. The Police Chief (or designee) may request the purchase of materials and services, capital items, or contracted services through established city budget and purchasing procedures.

A. Police Department personnel are provided the materials and supplies required to perform their responsibilities through the support services system. A procedure to request new, additional, or replacement equipment or supplies is available in all divisions. Use "Supply/Forms Request" document.

B. Office supplies may be requested directly from the training support staff..

C. Major items, such as automobiles, weapons, furniture, etc., are "capital outlay items" that require prior budgeting and approval. Ideas or suggestions for an item for future consideration should be reduced to writing and submitted through your Chain of Command.

6. PURCHASING GUIDELINES. The rules for public purchasing are established by Oregon Revised Statute Chapter 279, Oregon Administrative Rule 125 and Beaverton Centralized Purchasing Manual. Police captains are responsible to insure that all department purchasing is consistent with the above guidelines.

7. PURCHASING TERMS. Specifications for items sought, competitive bidding procedures and criterion for selection of vendors and bidders are set forth in the above guidelines. The requirements for each are dependent on cost, and whether the item is a product or service.

Many items are available by established State of Oregon Blanket Purchase Agreement or US Government Department of General Services Purchase Agreement at substantial cost savings.

8. EMERGENCY PURCHASES. Any supervisor may approve purchase of an item required by "must have now" to be used during that shift for the completion of a task or assignment. This

item or items, which can include a service or equipment rental, must not exceed \$1,000. Personal cash or credit card must be used and a receipt obtained for reimbursement.

9. SUPPLEMENTAL APPROPRIATIONS. The Chief of Police, or in his absence the Support Services Captain, may request the City for an Emergency, Supplemental or Transfer Appropriation to address the expense of a "significant" and unplanned "emergency event" that has occurred and could not have been predicted.

10. MONTHLY BUDGET REPORTS. The department purchasing agent will provide each program director with an Extract Department Detail Report, for budget status review, on a monthly basis.

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Chief of Police

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Date